

MANCHESTER COMMUNITY COLLEGE
JOB OPPORTUNITY
Secretary 2
Dean of Development and Community Engagement

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees
Location: Manchester Community College, Manchester, CT
Hours: Monday – Friday; 8:00a.m. To 4:30p.m.
Salary: \$45,360 - \$59,316
Closing Date: Friday, August 15, 2014

General Knowledge: Candidates must have applied for and passed the **Secretary 2** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for later transfer.

Duties:

Compose and type a full range of complex letters, memoranda, reports, etc.; organize and maintain files; input and maintain various database; maintain appointment calendar and arrange meetings, make travel arrangements; prepare and distribute correspondence; manage the Foundation Scholarship Program; manage special events plans, budgets, etc., provide office coverage; assist in the coordination of College and community activities and events; provide clerical support to MCC Foundation as required; performs other duties as required.

Please Note: The Secretary 2 must be able to provide administrative and confidential assistance to ensure the successful operation of the Office of Development and Community Engagement. The Secretary should have the ability to communicate well with the community, donors, vendors, college administrators, faculty and staff, and students; have the ability to work independently; strong organizational, office management and computer skills are desired.

Special Experience: One (1) year of general experience must have as a Secretary 1 or its equivalent.

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed: College training in the secretarial sciences may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, 3 letters/names of reference and State of CT Application (CT-HR-12) to:

Desreen Petgrave, Human Resource Specialist
Manchester Community College, MS# 2
Great Path, P.O. Box 1046
Manchester, CT 06045-1046
dpetgrave@mcc.commnet.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.